

Executive Committee Meeting Minutes

Wednesday, November 19, 2014
2:00pm, Dean's Conference Room, E-203

Present: Dean M. Mehrabadi, Drs. K. Moon, N. Nosseir, J. Supernak, L. Tummala, B. Westermo; Theresa Garcia and Marcie Morihoro

Guest: Dr. Michael O'Sullivan, Chair & Professor, Department of Mathematics and Statistics

Dean Mehrabadi called the meeting to order at 2:02 pm.

1. **Dr. Michael O'Sullivan, Chair & Professor, Department of Mathematics & Statistics:**

Dr. O'Sullivan was invited to update the Executive Committee on the planned revamping of the Pre-Calculus and Calculus sequence. The updates are as follows:

- A) The faculty in the Math Department have formed a committee to look at the syllabi of all (4) Pre-Calculus and Calculus courses with the purpose of re-vamping the syllabi and coordinating the textbooks.
- B) Dr. O'Sullivan would like the CoE to be involved with the syllabi process and have CoE faculty join the committee. Dean Mehrabadi recommended that (2) faculty representatives be on the committee and suggested that Dr. O'Sullivan contact Dr. Westermo and Dr. Plotkin (AE) to be invited to join the committee.
- C) Dr. Janet Bowers, Assoc. Professor, Mathematics & Statistics, is taking over the TA training for the Pre-Calculus course (MATH 141) and will train TA's before the course starts.
- D) Starting next semester there will be (2) lectures of an hour, immediately followed by a TA section.
- E) SDSU University policy is to have (3) hours of activity followed by (1) hour of TA. Theresa Garcia commented that this model is proven to work as MESA has already been using the model to follow the President's student success and community impact initiatives. MESA currently provides Academic Excellence Workshops which Dr. O'Sullivan refers to as TA sessions.
- F) Dean Mehrabadi informed Dr. O'Sullivan about the College's upcoming accreditation visit and requested that the Mathematics & Statistics faculty provide course syllabi and assessment data for MA 150, 151 & 152 to Dr. Westermo by March 15, 2015 so that they can be used in various programs Self-Study Reports.

2. **Approval of 11/5/2014 Executive Committee Minutes:**

Dr. Tummala moved, Dr. Moon seconded and the Committee unanimously approved the minutes from the 11/5/2014 Executive Committee Meeting.

3. **ABET 2015, WASC & WEAVE:**

- A) Dr. Westermo reminded the Committee of the following deadlines:
 - 1. 12/1/2014 - WEAVE – Fall 2013 courses need to be entered by December 1, 2014.
 - 2. February 2015 – Skeleton of ABET Self-study reports should be completed.
- B) Dean Mehrabadi asked Dr. Westermo to chair an ABET Committee that includes: All Department Chairs, and a representative from each of the eight programs to make sure that the indirect and direct assessment of programs for Fall 2014 as well as previous semesters have been completed by each program. Furthermore, the committee is to oversee the

preparation of the ABET Self-Study Report on a timely basis. The first draft of the Self-Study report is due at the end of February 2015.

- C) Dean Mehrabadi has requested that each of the Department Chairs present their respective Department objectives, vision and mission statements at their next Departmental Advisory Board Meetings and have the board members assess them. If a Department is unable to meet with their Advisory Board prior to February 2015, Department Chairs should e-mail their Board Members with the information. Dean Mehrabadi reminded the Committee that ABET will want to meet with the Chair of each Department's Advisory Board.
- D) Dr. Westermo gave the Committee an option to possibly invite Dr. Yuni Maryani, from CSU Fullerton to visit the CoE and review the ABET programs and provide a "mock trial." Drs. Supernak and Tummala felt that the CoE Departments are seasoned and are not in need of a "mock trial", the remaining Committee members also agreed to no "mock trial."

4. **120-Unit Rule Exemption:**

- A) Proposals on how each CoE Department plans to reduce their required graduation units as close to 120-units as possible, have been received from all programs. However, Dean Mehrabadi informed the Committee that the CoE is behind other CSU campuses in filing requests for implementing the proposed change in programs. He stated that this is a great opportunity to have these requests approved because the President, Provost, Dean Geoff Chase and the Chancellor's Office are supporting the 120-unit proposals.
- B) Dean Mehrabadi charged the Department Chairs with working with their Department Curriculum Committees to complete and submit the Change of Program forms to the Dean's Office. The forms can be completed on curricunet.com and once Department Curriculum Committees approve, the forms need to be submitted to the Dean's Office for the CoE Curriculum Committee to review and approve the requests. **The Change of Program forms need to be submitted to the Dean's Office by December 10, 2014.**
- C) Dean Mehrabadi suggested that Department Chairs meet to assist each other with completing the forms.
- D) For Departments that are double counting courses for American Institutions, the College of Sciences have already completed the forms. Dr. Tummala said he would call Jodi Thiede in Enrollment Services and inform the other Department Chairs on what form they will need to submit.

5. **New Building - Design of Teaching Laboratories:**

- A) On 11/20 & 11/21/2014, Laura Shinn, along with the architects and Cannon representatives will be meeting with individual faculty to see what the needs are for each laboratory. Dean Mehrabadi asked that the Department Chairs be present at the meeting to be aware of the need of each of the laboratories.
- B) Dean Mehrabadi would expect 11,500 ft² be used for the following lab courses: AE 341, CIVE 444 & 463, ME 495, ME 241 (including the shop), and a design studio for ME 490A&B. The President wants the CoE to add 200 more FTES and we need bigger lab spaces to grow and to provide a safe laboratory environment for our students.
- C) Theresa Garcia has been receiving inquiries from students organizations currently located in the EL building as to when they will be able to move into the Adams Humanities building. Dean Mehrabadi asked that Theresa contact Laura Shinn for a timeline for the EL to AH building move.

6. **CoE Dean's Advisory Board Meeting:**

Meeting is being held on Friday, November 21, 2014, from 10:00am-1:30pm, Templo Mayor Conference Room, in the Conrad Prebys Aztec Student Union Center. The President will be

attending and updating the Board on the State of the University and the new Engineering and Interdisciplinary Complex. Dean Mehrabadi will be speaking about the EIS Building, FTES, FTF, CoE research expenditures, SDSU Georgia Program, CoE Vision & Mission statement for ABET and having the Board Members work together to come up with goals and strategic plans for each of the three committees discussed at the 5/9/2014 Advisory Board Meeting: 1) Student Success; 2) Development; and 3) Government & Liaison Committees.

7. **Departmental Meetings with Provost Enwemeka:**

- AE – Confirmed for Thu 2/12/2015 – 9am-9:50am (Dean's Conference Room)
- CCEE – Confirmed for Thu 12/4/2014 – 11:10am-12pm (Mechanical Engineering Conf. Room)
- ECE – Confirmed for Thu 2/26/2015 – 11am-11:50am (Dean's Conference Room)

8. **11/19/2014 ADC, SDSU-Georgia & DDC Updates:**

- A) **ADC:** Cancelled
- B) **SDSU-Georgia:** Cancelled
- C) **Dean's Development Council (DDC):**
 - 1) Campanile Board for 2015: Looking for new members in case any one has recommendations. Members will need to pay a \$10K/year membership and at least a \$1M gift. Bill Leonhard was suggested from the Committee.
 - 2) Monty Award – is being postponed to next Fall, September 19th, 2015
 - 3) SDSU is trying to increase alumni giving which is used for ranking by the US News & World Report. SDSU is going to starting a '*simple \$10 donation*' to encourage donations from alumni. Dean Mehrabadi and Theresa Garcia discussed possibly asking students at the 2015 Senior Banquet to make an optional donation.
 - 4) The naming of current SDSU buildings and conference rooms needs to go through Development.
 - 5) EchoSign – This is a new system that all parties can e-sign documents and a PDF is then sent to all parties. An e-mail will be forthcoming from Sara Slaughter, CFO, The Campanile Foundation.

9. **Northrup Grumman Visit of 11/19/2014 & Prior Vists:**

Dean Mehrabadi met with Scott Winship, AVP for UAV, at Northrup Grumman on 11/19/2014. Scott is going to be giving an annual gift and has given a \$50K gift for 2014. Northrup Grumman will be hiring 4,000 more engineers in the fields of Aerospace, Mechanical and Electrical, and they would like to collaborate with SDSU on Senior Design Projects, Internships and sponsoring graduate students, especially those students interested in UAV. In the beginning of 2015, Dean Mehrabadi will invite Northrup Grumman to visit the CoE to meet and discuss research areas of mutual interest with AE, ECE, and ME faculty.

10. **Roundtable:**

- 1) Dr. Supernak – CCEE will be holding their Fall 2014 Senior Design Projects at the CalTrans Building, Garcia Room, on December 5, 2014. CCEE has (5) candidates with (2) top candidates for the ASA II Staff position.
- 2) Dr. Tummala – ECE will be holding their Fall 2014 Senior Design Projects on December 5, 2014, at 2:00pm, at the SDSU Scripps Cottage.
- 3) Dr. Moon – ME Department is having their Advisory Board Meeting and Dr. Moon asked for Dean Mehrabadi to attend for an opening statement.

- 4) Dr. Nosseir – Renovation of AE Wind Tunnel lab will take up two to three of the SP 103 parking spaces for temporary storage of machinery.
- 5) Dean Mehrabadi – Update on dates for the following:
 - a. 2015 Senior Banquet – Confirmed for Thursday, May 7th, 2015, from 5:30-8:00pm. AESC organization to confirm location at Alumni Center or Montezuma Hall. At this time, both places have been reserved.
 - b. Spring 2015 Advisory Board – tentatively Friday, May 8th, 2015 [11/21/14 Update: CoE Dean’s Advisory Board agreed and confirmed 5/8/2015.]
 - c. 2015 Design Day – Previously scheduled for Thursday, May 7th, 2015, but upon further discussion it may be better to have Advisory Board meeting and Design Day on Friday, May 8th, 2015. Marcie Morihiro to call ASU and to see if Montezuma Hall is available during the day on Friday, May 8th, 2015.

Having gone through all the items on the agenda, Dr. Supernak moved, Dr. Westermo seconded and the committee unanimously agreed to adjourn the meeting at 4:15 pm.

Submitted by Marcie Morihiro, November 26, 2014.